

Visitor Services Volunteer

Location: Fields Pond Audubon Center
216 Fields Pond Rd. Holden, ME

About This Position

Visitor Services (VS) volunteers help broaden the public's knowledge, appreciation, and enjoyment of Fields Pond Audubon Center. As a principal contact person for information about Fields Pond, VS volunteers greet visitors at the Center's reception desk, respond to phone inquiries, process sales in the Nature Store, help maintain outdoor bird feeding stations, and assist with staff projects. This position requires attention to detail and a friendly, easy-going manner.

Duties & Responsibilities

- Welcome visitors at the front desk
- Answer phones and direct messages to appropriate team members
- Offer assistance with information about the sanctuary, the general area, programs, membership etc.
- Assist staff with various projects
- Help keep store, lobby, front desk, and bathrooms neat and clean

Qualifications

- Volunteers must have a pleasant and professional manner and the ability to make visitors feel welcome
- Dependable
- Must be 18 years of age
- Have strong verbal communication skills

- Able to work cooperatively and independently
- Experience with or willingness to learn how to use a computer for data collection
- All volunteers must pass a background check

How to Apply

To apply for this position, please email Melissa Gallagher at mgallagher@maineaudubon.org.

About Maine Audubon

Maine Audubon is the state's oldest and largest wildlife conservation organization. Since 1843, we have been connecting people to nature through a science-based approach to conservation, education, and advocacy. The largest Maine-based wildlife conservation organization, Maine Audubon has eight wildlife sanctuaries, 10,000 members, 2,000 volunteers, and serves over 50,000 people annually.

With the help of our volunteers, members and supporters, we protect Maine's wildlife and habitat, conserve and restore resilient land, advocate for impactful environmental policies, offer education programs for adults and children, and provide endless opportunities to experience the outdoors at our wildlife sanctuaries.